



COMMUNITY USE OF SCHOOL FACILITIES REGULATIONS AND CHARGES

It is the policy of the School Board to encourage the use of District 272 school facilities. The Community Educational Services Department will assist groups in the rental and use of school district facilities.

To Schedule a School Facility:

- To obtain an application: call Community Education at 952-975-6941, visit the Education Center, or go online: www.epcommunityed.org
- Requests must be made in writing to the CE office at least 10 days prior to desired use.
- Upon receipt of your request, Community Education will verify space availability, estimate costs and issue a permit for the activity.
- Use of EPHS Prairie Dome, Activity Center, fields, Aerie stadium, gyms, wrestling or weight rooms, locker rooms, climbing wall, Performing Arts Center, Auditorium, and music areas must be requested from the EPHS Activities office (952-975-8107).
- For use of the Oak Point Pool, contact the City of Eden Prairie at 952-949-8470.

Hours:

- Groups using school facilities are restricted to the activity hours stated on their permit. Allow ample time before/after your activity for set up/clean up.
- All activities must be terminated by 10:00 PM unless special permission is given.
- School facilities are generally reserved for District sponsored activities until 6 PM. Community groups will be accommodated as space permits.

Insurance:

- By accepting a permit for use of a school facility, the applicant agrees to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement and to comply with all rules and regulations regarding the use of school facilities.
- The School District's liability insurance does not provide protection to any organization using its facilities. An applicant may be required to show proof of insurance and to name the school district as an "additional insured."

Cancellations:

- Cancellations must be made at least 48 hours (M-F) in advance of the scheduled rental or you will be liable for the rental fee.
- The School District reserves the right to cancel any reservation should the need arise. Occasionally, dates conflict with events that are later planned by the school program. Should this occur, every effort would be made to find another appropriate space.
- The School District reserves the right to deny applications and amend rules.

Payments:

- If an organization has a past-due facility use balance Community Education reserves the right to deny any new requests until the account is paid in full. A service fee of \$25/month may be assessed.

Special Requests/Approval:

(Please include on application)

- Use of school equipment (standards, nets, audiovisual, etc.) must be approved prior to use. There is a fee for use of some equipment.
- If video will be taken at, or media will be invited to your event, you are responsible for getting permission from Eden Prairie Schools Communications Department prior to completing an application and renting space in any district facility. The communications staff can be contacted at communications@edenpr.org or 952-975-7150.
- Intent to serve/consume food or drink is restricted to approved areas (cafeterias, etc.).

Eden Prairie Schools

The Education Center
8040 Mitchell Road
Eden Prairie, MN 55344

Administrative Services Center
8100 School Road
Eden Prairie, MN 55344

Eden Lake Elementary School
12000 Anderson Lakes Parkway
Eden Prairie, MN 55344
(use main door #1)

Eden Prairie High School
17185 Valley View Road
Eden Prairie, MN 55346
(use north door #1 main lot)

Oak Point Elementary/
Eagle Heights Spanish Immersion
13400 Staring Lake Parkway
Eden Prairie, MN 55347
(use lower level door #12)

Forest Hills Elementary School
13708 Holly Road
Eden Prairie, MN 55346
(use circle drive door #2)

Central Middle School
8025 School Road
Eden Prairie, MN 55344
(use main door #1 west side)

Cedar Ridge Elementary
8905 Braxton Drive
Eden Prairie, MN 55347
(use main door #1)

Prairie View Elementary School
17255 Peterborg Road
Eden Prairie, MN 55346
(use southwest door #15)

EDEN PRAIRIE FACILITIES
 Community Education

FACILITY USE CHARGES

Groups wanting to use school facilities will be assessed a facility use charge, equipment charges, and/or staff charges depending on the classification of the group, the type of activity, and the availability of the appropriate staffing deemed necessary. Priority for the use of school facilities and charges are determined by a group's classification.

USER GROUP CLASSIFICATIONS

1. School District Sponsored Activities

PreK - 12 programs, co-curricular activities, Community Education programs (youth activities, adult education, preschool & family education), parent groups (PTO), professional development, etc. (Charges for some equipment will be assessed.)

2. Community Group A (in the following order)

- Non-profit Eden Prairie Youth Athletic Association/Club member teams (18-under) that are composed of 75% or more school district residents [youth athletic associations, homeowners associations, scouts, political functions, precinct caucus].
- City of Eden Prairie Programs. (Refers to city sponsored youth & adult recreational opportunities and special events open to the entire community.
- Eden Prairie Youth Athletic Association/Club & Eden Prairie School District revenue producing programs. Refers to clinics, camps, leagues, & travel team tournaments.

3. Community Group B (in the following order)

- Non-profit Eden Prairie public service groups that use facilities to raise money benefitting the entire community.
- Businesses & neighborhood groups located in Eden Prairie that use the facilities for recreational or educational purposes.
- Private Schools and religions organization located in Eden Prairie.
- All other Eden Prairie groups that are comprised of at least 50% Eden Prairie residents who wish use facilities for personal use.

4. Non-Community Group C

- Refers to non-profit groups, schools, colleges, universities, youth sport organizations and youth athletic associations that are not based in Eden Prairie.

5. Non-Community Group D

- Individuals, private agencies, companies or vendors that use schools for commercial purposes or personal profit.

Rental charges and applicable equipment and personnel charges will be assessed.

CHARGES

All Community Group A, B, C & D activities shall pay rental fees and staffing charges for Community Education building supervisor, custodians, food service staff, etc. Rental fees are set on an hourly basis for each hour or any part of an hour. Rental hours shall be figured from when the group members enter the building to when they depart. Building supervisor hours are figured to include 15 minutes before the group is scheduled to enter and at least 15 minutes after the group leaves. Building supervisor and/or custodial charges will be waived for Group A youth activities when meeting during regularly designated duty hours. Equipment of a specialized nature will be made available based on the following charges only when approved in advance. State law requires the collection of state sales tax on rental of facilities and/or equipment unless the group has a tax exempt certificate. If this applies, enclose a copy of the certificate with the facility use application.

Personnel Charges (per hour)

CE Building Supervisor - \$17.00 2 hr. minimum

TV Production Studio Staff

- Student Staff - Minimum wage
- Studio Coordinator - \$30.00

Custodian

- Regular - \$24.00
- Overtime Rate - \$36.00
- Sunday/Holiday - \$48.00

Food Service Personnel

- Contact Director Child Nutrition for estimated staffing costs at 952-975-8050.

Equipment Charges (per use)

Bleacher seating - \$10.00/section

(Requires custodial staffing for set-up/cleaning)

CD Player/Cassette Deck - \$10.00

Electronic Scoreboard \$15.00

LCD Projector - \$75.00

Lights (CMS multi purpose room) \$20.00

Microphone/Podium - \$15.00

Microphone/Sound System - \$15.00-40.00

Overhead/VCR/DVD & monitor - \$15.00

Piano (tuning extra if needed) - \$10.00

Projector (8mm, 16mm, 35 mm, slide) - \$15.00

Risers/Platforms (set up extra) - \$10.00/section

Video Projection Unit - \$50.00-200.00

Volleyball Nets and Standards - \$5.00/court

Groups will not be charged for use of tables and chairs, black/white boards, screens, etc. A set-up fee may be assessed.

RENTAL CHARGES

Facility Rental Charges (per hour)	Group A	Group B	Group C	Group D
EDEN PRAIRIE HIGH SCHOOL				
Commons/East Commons Area	15.00	35.00	35.00	65.00
Kitchen*	15.00	35.00	35.00	65.00
TV Production Studio*				
Using multimedia equipment	25.00	50.00	50.00	100.00
With control room/up to 3 cameras	50.00	100.00	100.00	200.00
Using videoconferencing equipment	50.00	100.00	100.00	200.00
Editing machine*	25.00	50.00	50.00	100.00
CENTRAL MIDDLE SCHOOL				
Large Gym (splits to 2 if no bleachers)	20.00	40.00	40.00	70.00
Small Gym	10.00	20.00	20.00	35.00
Auxiliary Gym	10.00	20.00	20.00	35.00
Cafeteria	12.00	25.00	25.00	50.00
Kitchen*	12.00	25.00	25.00	50.00
Multi Purpose Room (Space Only)	10.00	24.00	24.00	48.00
P. E. Locker Rooms	8.00	10.00	10.00	20.00
Band/Choral Room	8.00	18.00	18.00	36.00
Raise/Lower All Baskets in Both Gyms			Additional ½ hour staffing	
Set Up/Take Down Bleachers			Additional 4 hours custodial	
OAK POINT & SPANISH IMMERSION ELEMENTARY				
Gyms A or B (B splits to 2)	10.00	20.00	20.00	35.00
Cafeteria	10.00	22.00	22.00	44.00
Media Center	10.00	18.00	18.00	36.00
Kitchen*	10.00	15.00	15.00	30.00
Performing Arts Lab	10.00	24.00	24.00	48.00
Raise/Lower All Baskets			Additional 2 hour staffing	
ADMINISTRATION BUILDING				
Gym with stage	10.00	20.00	20.00	35.00
EDEN LAKE & CEDAR RIDGE ELEMENTARY				
Gym (splits to 3)	15.00	30.00	30.00	52.50
Cafeteria	10.00	22.00	22.00	44.00
Kitchen*	10.00	15.00	15.00	30.00
FOREST HILLS & PRAIRIE VIEW ELEMENTARY				
Large Gym (splits to 2)	10.00	20.00	20.00	35.00
Small Gym	5.00	10.00	10.00	17.50
Cafeteria	10.00	22.00	22.00	44.00
Kitchen*	10.00	15.00	15.00	30.00
ALL SCHOOL DISTRICT BUILDINGS				
Class/Conference/Part of Cafe/Atrium	5.00	12.00	12.00	24.00
Computer Room	50.00	50.00	50.00	50.00
Lobby/Foyer Area	5.00	12.00	12.00	24.00
Media Center	10.00	18.00	18.00	36.00
(EPHS requires special staffing*)				
Multi Purpose Room (Ed Center)	10.00	20.00	20.00	35.00
No Show Fee			34.00 for each 'no show' date	
Rain Back-Up Fee			34.00 for each date	
Air Conditioning Fee			Variable (\$4.00/hr. per unit used)	
Garbage Pick-Up Fee			45-60	
Piano Tuning Fee			Actual Cost (if special need)	
Snow Removal Fee			Variable	
Individual Music Lesson Fee			2.50 per half hr. session	

* Requires special staffing costs in addition.

For further information, contact
Facilities Scheduling at
952-975-6941

Eden Prairie Schools
Community Educational Services
8040 Mitchell Road
Eden Prairie, MN 55344

RULES AND REGULATIONS

These rules and regulations are an agreement between the organization requesting space and Independent School District #272, Eden Prairie, MN. By signing the facility use application you acknowledge your acceptance of the following conditions:

SUPERVISION

- A Community Education building supervisor and/or custodian will be present at all times when a school building is open to operate lights, security, unlocking and locking. Neither person will be required to supervise groups or activities. A building supervisor is on duty to assist participants and maintain order in the facility. A custodian's primary function is to maintain the building. If you need assistance, contact the building supervisor.
- All meetings will close in sufficient time to vacate the building by the times approved on the customer schedule. If activities are not done by this time, groups may incur additional charges.
- All groups must have a first aid kit on site with them at all times.
- An adult leader at least 21 years of age from your organization will be present from the time of entry stated on customer schedule until all participants have left the premises. Your leader will check in with the building supervisor upon arrival. It is your responsibility to maintain control of the behavior of children involved in the activity (and those children whose parents are involved in the activity) and to ensure that they remain in the area authorized in the customer schedule.
- The individual named on the customer permit and the group in whose name the customer permit is issued will be jointly responsible for use of the building and will accept responsibility for any damage done to school property.

CANCELLATION

- Cancellations must be made at least 48 hours (Monday through Friday) prior to scheduled use or you will be liable for the rental fee.
- When school is cancelled due to inclement weather or physical problems, activities scheduled after school, or in the evening are cancelled. Consult: WCCO radio (830), TV channels 4, 5, 9, 11 or the district website: www.edenpr.org

BUILDING USE

- The school facility will be left in the same condition in which it was found. The group is responsible for setting up equipment before and returning rooms used to original order after activities. (Any expense incurred by the District as a result of the activity may be charged against the user.)
- Classroom materials and information on bulletin boards, white or blackboards will not be disturbed or erased. Classroom supplies and teacher's desks will not be disturbed.
- Groups may use school equipment within the building (nets, standards, AV equipment, etc.) at a minimal cost upon arrangement with Community Education. Only equipment specified on permit will be made available to organizations.
- Furniture and equipment will not be moved from one room to another unless mentioned on the customer permit, and will be moved or supervised by CE building supervisor. Extra/unusual services will be identified on the permit.
- No decoration or other materials may be applied to walls, ceilings or floors that will mar, deface, or injure these surfaces.
- Groups/Individuals may not assign, sublet, or transfer their approved facility use to any other group/individual.

FOOD USE

Food may be served under the following conditions:

- Food and drink may only be served or consumed in cafeterias, lounges and other approved locations and must appear on the customer schedule.
- The Director of Food Services (952-975-8051) will approve use of the HS concession stand or any kitchens.
- Home-baked or home-cooked foods are not permitted to be served in the schools because of State Health Department regulations.
- The Director of Food Services will approve catered dinners. A copy of the caterer's license will be on file in the Food Service Dept. prior to the event.
- Operators of temporary food/concession stands will obtain an itinerant food service license through the Hennepin County Environmental Health Department (952-351-5200).
- Groups will follow the School District's recycling policy.

POLICIES

- The district will assume no liability or responsibility for any personal items or equipment of the individual or group which is used or stored on district property.
- School, City and State fire and safety regulations will be observed at all times.
- Parking in designated fire lanes is prohibited.
- Gambling, drinking, smoking, or the possession of weapons, intoxicants and illegal chemicals in the school buildings or on the school property, including the school parking lots, is prohibited.
- School District policy prohibits all forms of harassment and violence.
- School District buildings are latex restricted sites. No latex balloons or other latex products permitted.
- The School District encourages a fragrance and scent-free environment. Occupants and visitors are asked to refrain from using fragrance items while in district buildings.
- If video will be taken at, or media will be invited to, your event, you are responsible for getting permission from EP Schools Communications Department prior to completing an application and renting space in any district facility. The communications staff can be contacted at communications@edenpr.org or 952-975-7150.